

Subject: FW: Labor Day Observance - September 4, 2017
From: Suzanne Holley <sholley@ccala.org>
Date: 08/30/2017 02:11 PM
To: Elisabeth Cutler <ecutler@downtownla.com>

Please forward to staff. Thank you!

From: Karla Riddle [mailto:kriddle@barkerpacific.com]
Sent: Wednesday, August 30, 2017 11:39 AM
To: Karla Riddle; Omar Rodriguez
Cc: 626 Wilshire Security
Subject: Labor Day Observance - September 4, 2017
Importance: High

Good afternoon everyone,

Barker Pacific will be observing Labor Day on Monday, September 4th and will close at 2:00 pm on Friday, September 1, 2017.

If you need janitorial service or HVAC on September 4th, please let me know as soon as possible so it can be scheduled in advance. The deadline to request these services will be 4:00 pm on Thursday, August 31st.

If you have any questions or concerns please contact the following:

- **Building maintenance issues:** Omar Rodriguez at (213) 434-1832.
- **Tenancy issues:** Please call my cell phone at (310) 701-8857.
- **In case of a true emergency, call 911.**

I wish you all a safe and happy holiday.

Best regards,

KARLA RIDDLE | BARKER PACIFIC GROUP

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